

REGISTRATION FORM

2012

PERSONAL INFORMATION

Name: _____ Gender: Male Female Date of birth: D ___/M ___/Y ___
 Nationality: _____ Passport No.: _____ Native Language: _____
 Home Address: _____ City: _____ State/Country: _____
 Home Phone: _____ Mobile: _____ Personal E-mail: _____
 Company Name: _____ Office Phone: _____ Company E-mail: _____
 Office Address: _____ Contact Person: _____ Phone: _____

Have you studied at Mandarin Garden before? Yes No

Which year? _____

How did you hear about Mandarin Garden?

Internet Website _____ Advertisement Publication _____
 Friend Recommend Name _____ Company Recommend Name _____
 Brochure where _____ Other, please specify _____

PROGRAM DATA

Your level of Chinese

Course you want to apply for:

Total beginner Elementary
 Intermediate Advanced

General Chinese Executive Chinese
 Chinese+Business Chinese+Culture
 Professional Combined 20+10
 Chinese Characters HSK Exam Preparation
 Summer Camp Small Group
 Listening Chinese Course
 Speaking Chinese Course
 Reading Chinese Course

I plan to start my course on: D ___/M ___/Y ___

I plan to finish my course on: D ___/M ___/Y ___

PAYMENT

Bank Transfer Credit Card (ONLY in person)
 Cash (ONLY in person) Other, please specify _____

Do you have any more questions or comments?

I agree to the Mandarin Garden Terms and Conditions.

Signature of Student: _____

Date: D ___/M ___/Y ___

TERMS & CONDITIONS

2012

The following terms and conditions are an agreement between you and Mandarin Garden. When you register for a course, program, you are agreeing to what is written below.

Passport & Visas & Formalities

You are responsible for a valid passport, visa, medical and travel insurance to cover your program.

Course Terms & Conditions

- No course is less than 1.5 lessons once.
- An additional 10 yuan per lesson will be added when the lessons are less than 2 lessons once.
- An additional 10 yuan per lesson will be added when lessons are gave outside of regular working hours.
- Transportation fee will be added when lessons are gave outside of the center.
- Expiry Date: Student must finish a course within a certain number of weeks after their start date. 40 lesson: 30 weeks; 80 lessons: 50 weeks; 120 lessons: 80 weeks; 120+ lessons: 100 weeks. Student that fail to complete their course before the expiry date will forfeit their remaining lessons and no lesson transfer will be available.

Course Cancellation, Changes & Refund Policy

- If you cannot attend a group lesson on schedule, Mandarin Garden will not arrange for a make-up class.
- You are required to inform Mandarin Garden in writing of any absences or changes at least one working day before your private lesson, if prior written notice is not received, one lesson will be deducted from your timetable, as if the lesson had been taught.
- The registration of 500 Yuan is non-refundable but may be applied to future registrations in the same calendar year.
- Tuition and study materials fees are refundable for those who cancel two weeks or more before their intended star date.
- A 500 Yuan Cancellation Fee will be retained for all other cancellations including those who fail to arrive on their intended star date. (Including visa rejection)
- Internship Placement Fees are non-refundable.
- No Tuition refunds will be made after classes begin, regardless of the reason for departure.
- Course change fee is 300 Yuan.
- Refunds will be made within thirty days, to the person or agency that paid. Students who have paid for their tuition through agents must apply to that agency for a refund.

Unusual Circumstances

Your program may be disrupted by an unusual vent or circumstances that Mandarin Garden could not reasonably have foreseen. If the unusual event is serious enough to significantly affect your program, we will try to arrange a suitable alternative if possible. We do not make any refunds in these situations and you will be reponsible for any travel costs involved. We cannot accept liability for the effect of any unusual event or for any loss, damage, expense or claim of any description you suffer as a result.

Use of Photos and Comments

By agreeing to these terms and conditions you agree that we may use any photo(s)/image(s) we or someone on our behalf take of you or and comments (written or verbal) you make during or in connection with your stay for our promotional/marketing purposes (such as including them in our brochure/website) without obtaining your further specific permission or making any payment to you. Such use may include mentioning your name, age and town/city/area of residence.

Complaints Policy

You should lodge your complaint in writing within five working days of the incident complained of, please send email to : tiffane@mandaringarden.org

Code of Conduct

All participants on Mandarin Garden programs are expected to adhere to proper conduct, listen to the instructions of Mandarin Garden. This covers, but is not limited to, respecting others cultures and beliefs, respecting the accommodation and avoiding drugs and illegal activities. Participants will be removed from the program without a refund if they engage in illegal, violent or improper behavior. Participants are responsible for any and all damages they cause and must directly compensate the owner of the property involved.